



ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

TRIAL COURT FINANCIAL POLICIES AND PROCEDURES MANUAL 7th EDITION

Policy No., FIN 7.01, Contracts

EXECUTIVE SUMMARY OF UPDATE

POLICY ISSUE(S)

There are only a few significant updates of this policy. The changes were made to; introduce a new form of agreement between a court and another judicial branch entity (i.e., an Intrabranh agreement), clarify that a court should not give a contractor the right to terminate a contract for convenience, and to update the AOC Travel Rate Guidelines to reflect a change in the mileage reimbursement to the rate established by the Internal Revenue Service.

Significant Revisions

1. An intra-branch agreement (IBA) is to be generally used when the transaction is between a court and another judicial branch entity (used to be an MOU which is generally used between a court and its county).
2. Clarify that a court should not give a contractor the right to terminate a contract for convenience (often requested by contractors).
3. Update the AOC Travel Rate Guidelines to reflect a change in the mileage reimbursement to the rate established by the Internal Revenue Service.